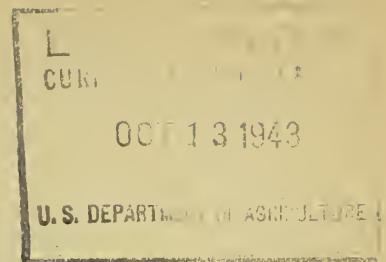


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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.



June 22, 1943

CHEESE GRADER'S MEMORANDUM NO. 13

To: FDA Cheese Graders

From: B. J. Ommodt, Senior Marketing Specialist, Inspection and
Grading Division, Dairy and Poultry Branch

Subject: Supplemental Instructions to Cheese Graders

B. J. Ommodt

Due to changes in procedure, the DPMA will now accept cheese, under certain conditions, without the moisture test being shown on the grading certificate. Therefore, it is necessary to revise some of the instructions to graders as contained in cheese grader's Memorandum 12 and 12A. Carefully note and adhere to the following procedure:

GRADERS

- (a) Prepare cheese grader's memorandums in quadruplicate.
- (b) Mail original and two copies of the memorandum to office typing certificate and leave one copy at warehouse where cheese is graded.
- (c) If cheese is sold on the dry basis, obtain copy of vendor's certified moisture report and attach to the memorandum. If the certified moisture report is not available at the time of grading, instruct the vendor to mail one copy of it to the office typing the certificate and make notation of this on memo sent to office typing certificate. Carbon copies of the memorandum must be legible.
- (d) The grader will assign a USDA Lot No. to each carlot of cheese graded. This lot number shall be carried on the grading certificate, the laboratory's moisture report, and the seller's certified moisture manifest to assure adequate identification.

OFFICES TYPING CERTIFICATES

- (a) Prepare original and five copies of the certificate immediately upon receipt of the grader's memorandum.
- (b) Mail original and two copies of the certificate and one copy of the grader's memorandum to the vendor, one copy of the certificate to the supervising grader, retain one copy for office file and forward one copy to the Washington office in the usual manner.

Do not delay typing the certificate if the laboratory analysis of moisture is not available, unless requested by the vendor, as the laboratory will report results of test directly to DPMA. Fee bills should be prepared and attached to vendor's certificate.

LABORATORY

- (a) The laboratory making the moisture analysis will report results directly to DPMA and also mail a copy to the office typing the certificate. The laboratory report must be properly identified by the USDA Lot No., assigned by the grader, and also indicate the name and address of the vendor.

VENDOR

- (a) The vendor shall attach to his invoice to the DPMA, the original and one copy of the grading certificate, one copy of the grader's memorandum, and two copies of his certified moisture report.

DPMA

To expedite payment, DPMA will accept delivery and pay for cheese on the basis of the vendor's weighted moisture test of the carlot, provided:

- (a) That the grading certificate is accompanied by the vendor's certified (signed) manifest in duplicate listing separately the moisture test for each vat, and the average weighted test for the cheese covered by the grading certificate, and
- (b) that the moisture test as certified by the vendor be accepted subject to final laboratory analysis by FDA, and
- (c) that if the laboratory test as determined by FDA laboratory is higher than the vendor's test, settlement will be on basis of FDA's laboratory test and the vendor will reimburse DPMA for any excess payment. If the laboratory test is below the vendor's test, DPMA will not make adjustment in payment. In cases where the laboratory test has been made by FDA and has been indicated on the certificate before it is received by DPMA, payment will be made on the basis of the laboratory test as usual.

CONTAINERS

- (a) Where it is necessary for the grader to accept cheese in used boxes for later transfer to new boxes, the instructions outlined in Cheese Grader's Memorandum No. 12A, dated June 3, should be followed.
- (b) It is our understanding that where new boxes are not available, DPMA may accept through special arrangement with the vendor, used boxes that are clean, sound, and substantially as good as new boxes at a reduced package allowance. All previous markings must be removed from the boxes. Under this arrangement, the grader will receive special notice from DPMA to the effect that the vendor will

be permitted to sell the cheese in used boxes. It is the grader's responsibility to clearly indicate on the certificate the type and condition of the containers.

RESPONSIBILITY OF DPMA TO ACCEPT OR REJECT DELIVERY

DPMA advises that vendors have reported from time to time, that graders refused to grade butter and cheese because of deviation from contract specifications. All product should be graded and deviations, if any, noted on the certificate. DPMA will then accept or reject the product on the basis of the information shown on the certificate, therefore, graders must show all pertinent information in complete detail, including summary of graders, type and style, cheddar, colored or white, type of package, new or reconditioned condition, and if wire strapped or not. If the cheese or boxes are not properly marked, show this information in detail.

